

Career and Technical Education FY'15 Application Guidelines

(Effective July 1, 2014 – June 30, 2015)

STATE COMPETITIVE GRANT

I. Overview – State CTE Fund

For fiscal year 2015, **\$3,543,822** is available in state funds to support career and technical education. In accordance with Chapter 388 of the Nevada Revised Statutes, 7.5 percent is used for state leadership and training activities; 5 percent is allocated for career and technical student organizations; 30 percent is allocated for competitive grants; and the remainder of the state money is allocated to school districts and charter schools based on duplicated CTE student counts in each high school. For the purposes of determining the duplicated enrollments of students, each student is counted once for each program of career and technical education in which he or she is enrolled.

- ☐ State Leadership (7.5%): \$265,786
- ☐ Career and Technical Student Organizations (5%): \$177,191
- ☐ Competitive Grant Applications (30%): \$1,063,147
- ☐ Allocation Grant Applications (Balance of Funds): \$2,037,697

Any state money that is not distributed or allocated by the end of the fiscal year must be carried forward for distribution in the following fiscal year.

Career and technical education programs are organized under six program areas: Agriculture and Natural Resources Sciences; Business and Marketing; Education, Hospitality and Human Services; Health Sciences and Public Safety; Information and Media Technologies; and Skilled and Technical Sciences. All expenditures must support programs according to the State CTE Course Catalog. (See the State CTE Course Catalog for information on programs and course sequences within a program area.)

In addition, other areas of focus may include programs and services that support the program quality criteria shown on the following pages.

Each agency (school district) will submit one application for these funds.

\$1,063,147 for competitive grant applications

According to NRS 388.393, Section 1, the board of trustees of a school district or the governing body of a charter school may apply for a grant for a program of career and technical education. Following additional statutory requirements of subsection 4 of NRS 388.392, the representatives of the industry sector councils will review the applications and make recommendations to the Executive Officer (Superintendent of Public Instruction) of the State Board for Career and Technical Education, who will award grants for the purpose of developing new programs or expanding existing programs based on the following criteria of the program of career and technical education:

- Standards and instruction
- Leadership development
- Practical application of occupational skills

- Quality of competence of personnel
- Facilities, equipment and materials
- Community, business and industry involvement
- Career guidance
- Program promotion
- Program accountability and planning
- Pupil-teacher ratio
- Whether the program will lead to a national credential or certification

Accordingly, the agency's application must include information on the criteria to be addressed. School districts and eligible charter schools may use the Program Quality Criteria Site-Based Assessment Instrument to determine needs. The assessment instrument is available online at the following web address: [http://cteae.nv.gov/Resources/Career and Technical Education/CTE Documents/](http://cteae.nv.gov/Resources/Career_and_Technical_Education/CTE_Documents/)

The CTE Skills for Employment and Lifelong Learning, which contain the Program Quality Criteria (PQC), and the supporting Site-Based CTE Program Assessment are available to use as self-evaluation tools to help determine program needs. Both documents may be accessed online at the following web address: [http://cteae.nv.gov/Resources/Career and Technical Education/CTE Documents/](http://cteae.nv.gov/Resources/Career_and_Technical_Education/CTE_Documents/)

II. Key Provisions and Uses of Funds

The purpose of State Competitive CTE grants is to drive change at the school or district level through the development and expansion of high school career and technical education programs. Any program selected for funding must be listed in the 2014-15 CTE Course Catalog.

The following funding purposes describe recommended priorities for the development and expansion of programs:

1. Develop and expand program(s) to meet state standards and to align course sequences with the 2014-15 State CTE Course Catalog.

The State CTE Course Catalog provides a listing of programs and course sequences that meet state standards for career and technical education. School districts are called upon to align courses and course sequences according to the catalog in order for students to complete standards.

Funds may be used to develop programs and to implement full course sequences as defined in the 2014-15 State CTE Course Catalog that align to state, regional or local economic and workforce development needs.

2. Align programs and course sequences to the economic development priorities in the new State Plan for Economic Development

The State of Nevada commissioned the report *Unify, Regionalize, Diversify – An Economic Development Agenda for Nevada* to identify and establish the framework for economic diversification in Nevada. To support the report, the Governor's Office produced the State Plan for Economic Development (*Moving Nevada Forward: A Plan for Excellence in Economic Development*). The State Plan lists five objectives and strategic initiatives:

1. Establish a Cohesive Economic Development Operating System.
2. Advance Targeted Sectors and Opportunities in the Regions.

3. Expand Global Engagement.
4. Catalyze Innovation in Core and Emerging Industries.
5. Increase Opportunity through Education and Workforce Development.

Objective 5 includes 3 key tactics to “Align Education, Career Training, and Workforce Development to Targeted Opportunities.” The objective states:

GOED (Governor’s Office of Economic Development) will work in collaboration with the Nevada Department of Education, NSHE, DETR, and other interested agencies to develop the foundational coursework necessary to prepare students for the industry sectors that will form the foundation of Nevada’s economy of the future.

Key Tactic #1 under Objective 5 focuses on establishing career and industry-based programs “which focus on specific programs, topics and distinguishing themes to prepare all students for Nevada’s future economy.”

Nine industry sector councils are developed or under development for the following areas: (1) Aerospace and Defense; (2) Agriculture; (3) Clean Energy; (4) Health and Medical Services; (5) Information Technology; (6) Logistics and Operations; (7) Manufacturing; (8) Mining and Materials; and (9) Tourism, Gaming, and Entertainment.

Also, the Governor’s Office of Economic Development identifies four key industries as the *framework of Nevada’s economy*: Renewable Energy; Manufacturing; Business and Financial Services; and Biotechnology.

Funds can be used to develop, improve and expand programs to support the alignment of CTE programs with the sectors in the State Plan. Demonstration of alignment to industry sectors and/or other demand areas based on labor market information is required.

3. Implement the state standards for *Employability Skills for Career Readiness*

The employability skill standards are required for all CTE programs through the completion level and the State will establish a system to demonstrate student proficiency in the standards. The standards are designed to be integrated into the yearly instruction.

Funds can be used to support the implementation of the state standards Employability Skills for Career Readiness.

To further guide the development of applications, the key elements of the criteria of the program of career and technical education are shown below:

Standards and Instruction

The CTE program is organized according to the courses and course sequences in the CTE Course Catalog and the program follows the approved state CTE standards. Each CTE program must be developed according to a comprehensive program of study, following state guidelines that lead students to program completion levels. Each CTE program must demonstrate the full integration of the state standards Employability Skills for Career Readiness.

Funds may be used to develop and implement CTE programs of study to include but not limited to development of approved courses, implementation of state standards, curriculum materials, and professional development.

Leadership and Citizen Development

Students develop leadership, citizenship, interpersonal and employment skills through involvement in the following career and technical student organizations (CTSOs): DECA; FBLA; FCCLA; FFA; HOSA; and SkillsUSA.

Funds may be used to develop and sustain activities and services to support student involvement in CTSOs, including professional development to implement CTSOs. The amount of funds used for travel expenses must be reasonable.

Practical Application of Occupational Skills

Practical application of occupational skills is accomplished through classroom simulation and/or work-based learning experiences. The application of occupational skills is directly linked to state CTE standards or a related work-based learning experience.

Funds may be used to support the implementation of work-based learning opportunities for students, including but not limited to internships, job shadowing, and cooperative work experience that is related to the CTE program.

Qualified and Competent Personnel

All CTE teachers are competent and qualified with the appropriate occupational proficiency. Ongoing professional development is provided to instructors.

Funds may be used for professional development and other needs to support the development and sustainment of qualified personnel.

Facilities, Equipment, and Materials

Facilities, equipment, instructional materials and supplies comply with health and safety standards and simulate current and emerging technologies, and are of sufficient quantity and quality to meet the needs of students.

Funds may be used to improve facilities and purchase supplies and equipment needed to meet the requirements of state and/or industry standards. An alignment to state CTE standards should be included in the rationale to purchase equipment and/or items of value.

Community, Business and Industry Involvement

Individuals representing local business and industry, parents, administrators, postsecondary education, etc., serve on district level and/or subject-area advisory committees to provide support and guidance in the development, operation, and evaluation of the program.

Funds may be used for the development and implementation of community and business and industry partnerships, including district- and program-level advisory committees.

Career Guidance

CTE staff, guidance counselors and other resource personnel provide career guidance services to ensure that students enroll in CTE programs that are consistent with their aptitudes and career interests.

Funds may be used to sustain and develop career guidance services and programs for CTE students.

Program Promotion

There is a systematic plan to promote and market the CTE program within the school and community.

Funds may be used for program promotion, such as publications for students, parents, and other community members.

Program Accountability and Planning

There is a systematic means of assessment to ensure the program's overall scope, design, instructional content, and administration meet the instructional objectives. The assessment process is used to develop short- and long-range improvement plans.

Funds may be used for program accountability and planning purposes, including processes to assess programs at the local levels.

Student-Teacher Ratio

Appropriate class size is maintained to ensure effective instruction and safe working conditions are maintained. Class sizes must be monitored closely, especially in lab settings where time-on-task and safety are concerned.

Funds may be used to ensure class sizes are maintained that provide effective instruction and safe working conditions.

Programs Leading to a National Credential or Certification

Programs lead to a national credential or certification that may be obtained in high school or through continued education in the career pathway. Such credentials may include industry specific certifications or broader credentials that further a student's preparation for employment in high-wage, high-skill, or high-demand fields.

Funds may be used align programs to national credentials or certifications, and to prepare students to earn national credentials and certifications.

III. Application Directions for Competitive Funds

These application guidelines must be followed by agencies applying for **competitive funds**. Applications will be approved based on the clarity of the narrative describing the overall strategy, expected outcomes and description of proposed expenditures. Agencies will submit one application describing how funds will be used to support the purposes described in these guidelines.

Each application must include the following components provided in the following order:

- (1) Cover page (one page):** Use the required cover page as the first page of the application and include all requested information and signatures.
- (2) Assurances (two pages):** The district must sign the CTE Fund assurance page provided in the appendix.
- (3) Budget:** Complete the proposed budget summary and budget detail. All proposed items of value and equipment must be itemized on the budget detail and include the proposed location(s). Out-of-state travel must be itemized (name of conference(s)) with the anticipated number of attendees.
- (4) Form A: Funding Purpose and Project Narrative:** Each application must include a description of the proposed funding purpose(s) and supporting project(s) using the format

provided in the appendix. More than one project may be submitted for a funding priority. Complete one “Form A” for each project. The description must be thorough enough for the review committee to clearly understand what is being proposed and include the following: (1) Identify the funding purpose; (2) State the project name; (3) State proposed funding amount; (4) Complete a narrative (up to two pages) to include a clear description of the proposal; (5) List the objectives and proposed outcomes; (6) List a timeline for completion.

Note: The narrative section of Form A may be up to 2 pages in length. This page limit does not include the space needed for other portions of the Form A, such as objectives and timelines.

- (5) **Form B: Budget Narrative:** Provide a budget narrative “Form B” for each project describing expenditures by budget category. For example, if funds are budgeted for supplies for a selected program, describe what the supplies are and how they will be used to develop or expand the program. **Staffing:** Describe the number of staff devoted to the project and their professional preparation. The sub-grant recipient must identify the full-time equivalency (FTE) of each position supported with funding. If a salary is paid partly from the grant and partly from another fund source, describe how the time allocated for cost objectives paid by state funds will be accounted for (i.e., personnel activity report or time log). Include a sample activity log if necessary.
- (6) **Form C: Demonstration of Collaboration (one page):** Describe how the school district or charter school ensured proper collaboration in the local development and approval of this application. The description should include how teachers, administrators, and the local advisory committee(s) were involved in and committed to developing a quality application. The description must also include how the applicant collaborates with local and regional economic- and workforce-development agencies and organizations to support economic development priorities and initiatives.
- (7) **Form D: Description of Student Outcomes (one page):** Describe how the purpose and goals of the application are designed to support improved student outcomes. Such outcomes may be related to graduation and dropout rates; student engagement; student acquisition of knowledge and skills leading to industry or postsecondary credentials; student preparation for internships and/or the workforce, among other outcomes.
- (8) **Form E: Demonstration of Sustainability (one page):** Describe the agency’s (school district) plan for continued sustainability of the proposed project and CTE programs affected by this application.
- (9) **Form F: Evaluation Methods (one page):** Describe how the agency will evaluate and measure the success and outcomes of the objectives in this application. Include metrics and timeline for the completion of the evaluation.

Note: By submitting an application, the local education agency agrees to provide the Department of Education information as needed to report to the Legislature on the effectiveness of state CTE funds.

V. Submitting the Application

(1) Application Package

- a. Submit **one** application with a complete set of original signatures and **two** additional copies. The application must be approved by the designated authority in the school district or charter school.
- b. The application must be submitted in the order and format provided in these application guidelines. (1) Cover Page; (2) Assurances; (3) Budget Summary; (4) Provide the following for each project: Form A (Funding Purpose and Project Narrative); Form B (Budget Narrative); Form C (Demonstration of Collaboration); Form D (Description of Student Outcomes); Form E (Demonstration of Sustainability); Form F (Evaluation Methods).
- c. Items requiring signature are the **Application Cover Sheet, Assurances and Budget Summary Form.**
- d. The application must be **single-sided, paginated, and stapled or clipped** in the upper left-hand corner. Pages must be **standard 8 1/2" x 11" paper**. The font and font size should be Times 12.

(2) Mailing Address

Mail the original and copies to: Michael Raponi, Director
Office of Career, Technical, and Adult Education
Nevada Department of Education
755 N. Roop Street, Suite 201
Carson City, NV 89701

(3) Application Deadline

The application must be received by **5:00 p.m. on April 4, 2014** to be eligible for funding.

(4) Information

For additional information, contact the Office of Career, Technical, and Adult Education at the Nevada Department of Education at (775) 687-7300.

FORMS:

- Application Cover Page
- Assurances
- Budget Summary
- Budget Detail
- Form A: Funding Purpose and Project Narrative
- Form B: Project Budget Narrative
- Form C: Demonstration of Collaboration
- Form D: Description of Student Outcomes
- Form E: Demonstration of Sustainability
- Form F: Evaluation Methods and Measures
- Criteria for Review of Applications

**Fiscal Year 2015 CTE Competitive Grant
July 1, 2014 – June 30, 2015**

APPLICATION COVER PAGE

Agency: _____

Application Director: _____
(Name, position and telephone number)

(Email address)

Fiscal Manager: _____
(Name, position and telephone number)

(Email address)

**Monitoring
Coordinator:** _____
(Name, position and telephone number)

(Email address)

**Evaluation
Coordinator:** _____
(Name, position and telephone number)

(Email address)

**Accountability
Reporting
Coordinator:** _____
(Name, position and telephone number)

(Email address)

***Advisory Technical
Skills Committee:** _____
(Signature of committee representative) (Date)

(Printed name of committee representative)

**Application
Submitted By:** _____
(Signature of authorized representative) (Date)

(Printed name of authorized representative)

** The review and endorsement by the Advisory Technical Skills Committee is recommended.*

ASSURANCES

General

1. The local educational agency will assure that no state CTE funds will be used to provide career and technical education programs to students prior to the ninth grade, except that equipment and facilities purchased with funds may be used for such students.
2. The local educational agency will assure that no funds made available under this fund will be used to require any secondary school student to choose or pursue a specific career path or major.

Grants Management and Accountability

3. The local education agency will assure that maintenance of fiscal effort on either a per-student or aggregate expenditure basis is required.
4. The local education agency will assure that funds made available under this fund for career and technical education activities will supplement, and shall not supplant, non-federal funds expended to carry out career and technical education activities and tech-prep activities.
5. The local education agency will assure supporting documents for expenditures will be maintained for audit. Funds will not be commingled with other state and local funds and will be accounted for in a manner which will prevent loss of their identity as funds supporting specific career and technical education goals.
6. Effective and separate accounting procedures of the recipient will be employed to assure that funds from federal sources will not be commingled with state or local funds, but will be separately identified as expenditures of federal funds.
7. Fiscal control and funds accounting procedures shall be established as deemed necessary to assure proper disbursement of and accounting for state funds paid to a recipient for programs and projects.
8. The fiscal and statistical records are subject to and upon request will be made available for audit by the State of Nevada to determine whether the recipient has properly accounted for funds expended for career and technical education and services.
9. Records will be kept which fully disclose the amount and disposition of state funds allocated, as well as the total expenditures of funds for career and technical education programs and services supplied by funds from other sources. This may include time accountability sheets for individuals funded under the state CTE funds.

Personnel

10. School district career and technical instructors, counselors, supervisors, and other professional personnel involved in career and technical education who participate in state funded projects will be licensed in accordance with current Rules and Regulations established by the Commission on Professional Standards in Education.

Data Management

11. All eligible recipients participating in federal and/or state funds available, will participate in, maintain, and utilize a performance accountability system in the reporting of all career and technical education programs in the Nevada Department of Education State Accountability Information Network (SAIN); provide data required for reporting the performance measures designated by the State's performance indicators; and assure that staff involved in the accountability system receive the training necessary to maintain a quality system.
12. All eligible recipients will provide sufficient information to the State to enable the State to comply with the requirements of allocating funds to area trade schools and intermediate educational agencies.

Evaluation

13. Participating agencies will cooperate with and the Department of Education with the Program Quality Criteria self evaluation, advisory committee evaluation, and state/peer evaluation.
14. An assurance that the applicant will comply with reporting procedures required by the Nevada Department of Education, which will assess the progress of its career and technical education programs and will include a review of outcomes related to the quality criteria indicators.

15. An assurance that the evaluation and review of programs will include the full participation of representatives of individuals who are members of special populations. This review shall be used to identify and adopt strategies to overcome any barriers which are resulting in lower rates of access to career and technical education programs or success in such programs for individuals who are members of special populations and to evaluate the progress of individuals who are members of special populations in career and technical education programs assisted under this fund.
16. An assurance that the eligible recipient will comply with the Department of Education's requirements for State monitoring.

Local Program Improvement Plan

17. An assurance that if the applicant determines they are not making substantial progress in meeting the performance indicators approved by the State Board, the recipient of funds will develop a plan, in consultation with teachers, parents, and students concerned, for program improvement for the succeeding school year. The plan will describe how the recipient will identify and modify programs and will include a description of career and technical education and career development strategies designed to achieve progress to improve the effectiveness of the programs conducted with assistance under this fund, and will, if necessary, develop a description of strategies designed to improve supplementary services provided to individuals who are members of special populations.

Community, Business, Industry, Parent/Student Involvement and Appeal

18. An expedited appeals procedure is established by which community, business, industry, parents, students, teachers, and area residents concerned will be able to directly participate in State and local decisions that influence the character of programs under this fund affecting their interests; and technical assistance will be designed and provided to ensure that such individuals are given access to the information needed to use these procedures and will be notified regarding the procedure regarding complaints/appeals upon request.

State Requirements

19. The agency implements the requirements for advisory committees according to NRS 388.385.
20. The agency implements the requirements for career guidance and counseling according to NRS 389.180 and NAC 389.187.
21. The agency implements career and technical education programs of study according to NAC 389.800, 389.803, 389.805, 389.810, and 389.815.
22. The agency provides program articulation, rural participation, and academic integration according to the State Plan for Career and Technical Education.

(Printed Name and Title of Authorized Representative)

(Signature)

(Date)

NEVADA DEPARTMENT OF EDUCATION

Budget Summary

Agency: _____ Project Number: _____

Project Name: _____ Fiscal Year: _____

Check One: Budget _____ Amendment _____ Number _____

OBJECT	DESCRIPTION	INSTRUCTION COST	SUPPORT SERVICES	TOTAL
100	100 Salaries			
200	200 Benefits			
300	300 Purchased Professional Services			
400	400 Purchased Property Services			
500	510 Student Transportation Services			
	580 Staff Travel			
	Other (520, 530, 540, 550, 560, 570, 590)			
	Total			
600	610 General Supplies (exclude 612 in 610 total)			
	612 Non Information Technology Items of Higher Value*			
	640 Books and Periodicals			
	650 Supplies – Information Technology Related (exclude 651 and 652 in 650 total)			
	651 Software			
	652 Information Technology Items of Higher Value*			
	Other (620, 630)			
	Total			
800	810 Dues and Fees			
	890 Other Miscellaneous			
	Total			
SUBTOTAL 100 – 600 & 800				\$
Approved Indirect Costs Rate:** _____ %				\$
700	730 Equipment			
TOTAL				\$

* All items of value and equipment must be itemized in the budget detail

** Indirect cost rates must be approved by the Department of Education before the subgrantee may budget for and charge those costs to the grant.

Signature of Authorized Agency Representative

Date

Department of Education Use Only

Initial

Date Approved

Budget Detail

Agency _____ Project Name _____

A	B	C	D	E	F
OBJECT CODE	TITLE OF POSITION/ PURPOSE OF ITEM	PROJECT TIME (FTE)	QUANTITY	SALARY, RENTAL OR UNIT COST	BUDGETED AMOUNT

*If additional space is needed, duplicate this page and number the additional pages. All items must be explained in specific terms. All items must be named and must be directly related and necessary to the operation of the program.

Form A: Funding Purpose and Project Narrative

Narrative Directions: (1) Identify the funding purpose; (2) Identify district's priority ranking; (3) State the project name; (4) State proposed funding amount; (4) Narrative* (up to two pages) to include a clear description of the proposal; (5) List the objectives and proposed outcomes; (6) List a timeline for completion.

**The narrative must describe how the project will be fully implemented, including, for example, any local resources such as capital improvement costs that may be needed to accommodate new equipment.*

Duplicate this form for each proposed project.

Funding Purposes: _____ Implement/expand programs

_____ Align to state's economic development plan

_____ Implement Employability Skills for Career Readiness

Project Name:

Proposed Funding: \$

Project Narrative (the written narrative in this section **may be up to two pages**, not including objectives, outcomes, timelines and description of funding, for each proposed project. The narrative must show how the proposed project supports the funding purpose):

Objectives & Outcomes:

Timeline for Completion:

Form B: Project Budget Narrative

A budget narrative must be completed for each Form A (i.e., each project). Provide a description of proposed expenses by object code. Expand/create additional pages as needed.

Object Code 100/200 Salaries & Benefits Total: \$ _____
Description:
Object Code 300 Purchased Professional Services Total: \$ _____
Description:
Object Code 500 Transportation Services, Staff Travel Total: \$ _____
Description:
Object Code 600 Supplies Total: \$ _____
Description:
Object Code 800 Dues and Fees/ Other Misc. Total: \$ _____
Description:
Object Code 700 Equipment Total: \$ _____
Description:

Form C: Demonstration of Collaboration

Describe how the school district or charter school ensured proper collaboration in the local development and approval of this application. The description should include how teachers, administrators, and the local advisory committee(s) were involved in and committed to developing a quality application. The description must also include how the applicant collaborates with local and regional economic- and workforce-development agencies and organizations to support economic development priorities and initiatives.

Limit the narrative of this section to one page.

Form D: Description of Student Outcomes

Describe how the purpose and goals of the application are designed to support improved student outcomes. Such outcomes may be related to graduation and dropout rates; student engagement; student acquisition of knowledge and skills leading to industry or postsecondary credentials; student preparation for internships and/or the workforce, among other outcomes.

Limit the narrative of this section to one page.

Form E: Demonstration of Sustainability

Describe the school district's or charter school's plan for continued sustainability of the proposed project and CTE programs affected by this application.

Limit this section to one page.

Form F: Evaluation Methods

Describe how the school district or charter school will evaluate and measure the success and outcomes of the objectives in this application. Include metrics and a timeline by which evaluation will be completed.

Limit this section to one page.

Criteria for Review of Application

The following criteria will be considered in the review and rating of the application:

- ☐ All elements of the application are submitted in the order prescribed in Section III
- ☐ The cover page is properly completed and signed
- ☐ The assurances are signed
- ☐ The budget summary and budget detail are properly completed and signed
- ☐ Form A (Funding Purpose and Project Narrative) - submitted for each proposed project that fully describes the project and funding, and includes a descriptive narrative, objectives and outcomes, and timeline for completion. If the development or expansion of a CTE program is proposed which involves heavy equipment, for example, the applicant must describe any additional local resources needed to support the full implementation of the project
- ☐ Form B (Budget Narrative) - submitted for each project and fully describes the proposed expenditures for each project
- ☐ Form C (Demonstration of Collaboration) - fully describes the local/regional collaboration used to develop the application
- ☐ Form D (Description of Student Outcomes) – Describe how the purpose and goals of the application are designed to support improved student outcomes. Such outcomes may be related to graduation and dropout rates; student engagement; student acquisition of knowledge and skills leading to industry or postsecondary credentials; student preparation for internships and/or the workforce, among other outcomes.
- ☐ Form E (Demonstration of Sustainability) - fully describes the plan for continued sustainability in the absence of continued grant funding
- ☐ Form F (Evaluation Methods) - fully describes how the school district or charter school will evaluate and measure the success and outcomes of the objectives in this application. Include metrics and a timeline by which evaluation will be completed.